

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 01/16/2020  
Approved by OTDA: 06/07/2007

## **MEDICAL WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position, under supervision, carries out the routine details involved in the authorization of all forms of medical care, including the recording of information. An incumbent in this position will also act as liaison between the medical unit and the social service and accounting divisions in the routine transmittal of information and forms. Work may involve direct contact with practicing physicians and allied professional personnel. Work is performed under direct supervision of a higher-level supervisor. Supervision is not normally a responsibility of this class. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

In conformity with established agency policies and procedures, authorizes medical care; Maintains diagnostic and treatment records and other medical records required by the agency;

Transmits medical information to the social service division;

Receives from social service staff, and transmits to practicing physicians, social information which may have a bearing on the medical treatment plan;

May conduct investigative reviews and prepare medical documentation for medical reviews and status determination.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of medical terminology; working knowledge of Federal, State and local medical resources; working knowledge of the professional responsibilities of the different specialties within the medical profession; full awareness of the confidential nature of medical information, and of the limitations imposed by medical ethics on the use of such information; awareness of emotional reactions to illness; ability to establish and maintain satisfactory relationships with people; accuracy; tact; sensitivity.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from an accredited school of nursing **AND** possession of a current, valid New York State licensure as a Registered Professional Nurse **AND** two (2) years of nursing experience in a medical institution or in the office of a practicing physician; **OR**
- (B) Graduation from an accredited school of nursing **AND** possession of a current, valid New York State licensure as a Licensed Practical Nurse **AND** four (4) years of nursing experience in a medical institution or in the office of a practicing physician.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 04/10/1974

Revised: 01/29/1982; 04/24/1984; 01/08/1985; 08/08/1995; 04/04/2007; 01/16/2020